



**Townsend Town Council Workshop Minutes  
October 20<sup>th</sup>, 2021 @ 7:00 pm  
Town Hall & CONFERENCE CALL**

**7:00 pm Town Council Workshop Meeting**

- A. Call to Order:
- B. Roll Call: The following Council and staff were present: Mayor P. Miller, Councilman E. Dugan, Councilman S. Lobdell, Councilman J. Mertz, Deputy Town Manager/ Town Clerk A. Tantillo, Financial Officer J. Helms and TE E. Van-Otoo. Councilwoman E. Clarke was absent from the meeting.
  - a. Present visitors included Jim Curran with KCI Technologies and Ray Petkevis with Townsend Acres.
- C. Pledge of Allegiance:
- D. Announcements:
  - a. CM Mertz announced that DSP Troop 9 would be having a coffee with a cop event on November 9<sup>th</sup> and would also be holding a child safety seat check during the event.
- E. Adoption of Agenda:
  - a. *CM Lobdell made a motion to adopt the agenda, CM Dugan seconded the motion. Voice vote of Council- all yea's, no nays.*
- F. Approval / Rejection of Minutes
  - a. Approval/ Rejection of Council Minutes from the October 6<sup>th</sup>, 2021, Town Council Meeting.
    - 1. Deputy TM/ Town Clerk Tantillo shared that all October meeting minutes would be ready for vote at the November Town Council Meeting.
- II. Mayor's Report:
  - a. Mayor Miller shared that he and his wife, Mrs. Miller, will represent the Town at the Townsend Elementary school "Trunk or Treat" event on 10/22/21, and will have candy and prizes available on behalf of the Town.
  - b. Mayor Miller shared that he would like to ask Council's opinion on moving the Council meeting time to 6:30 pm at the next Council meeting and would like to vote on the time.
- III. Reports
  - a. State Police:
    - 1. State Police will provide an October report at the next meeting.
  - b. Town Attorney Fred Townsend III
    - 1. No Report
  - c. Town Engineer Edwin Van-Otoo
    - 1. TE Van-Otoo shared that the Town met with the Wastewater Infrastructure Advisory Council on 10/22/21, and they awarded the Surface Water Planning Grant to the Town in the amount of \$50,000 and the overall project budget was \$148,252.50.

Residents may choose to attend meetings in person or via electronic means. Townsend Town Hall will be available to the Town Council and those of the public wishing to attend in person. All personnel and visitors entering Town Hall must wear masks and comply with all CDC guidelines, including social distancing guidelines. Those that are sick or who have been exposed to the COVID-19 virus are asked to not enter Town Hall and may attend the meeting virtually. Those wishing to attend virtually may dial **1(301)715-8592**. When directed, provide following meeting ID **827- 6421-7575#** and then the following password **361631#** to enter the meeting. If you choose to access the meeting online click the following link: <https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xiME1HV0ZOcHRxSHZ3QT09>

Residents will be able to view documents posted to the meeting tab on the Town website at [www.townsend.delaware.gov](http://www.townsend.delaware.gov) or by joining the meeting via computer.

2. TE Van- Otoo shared that he will provide updates on Town projects at the next Town Council meeting.

d. Town Manager

1. Deputy TM/ TC Tantillo shared that TM Mangeri will provide a status update on the COVID-19 pandemic and Town Administrative activities at the next Town Council meeting.

IV. Committee Reports

a. Finance Committee: Chair: Mayor Miller, Co-Chair: Councilman Dugan

1. FO Helms shared that the Town's auditing firm; Belfint, Lyons, and Schuman will provide a presentation on the FY 21 Audit at the next Council meeting, via Zoom.

b. Human Resources Committee: Chair: Mayor Miller

1. Mayor Miller shared that Chief Longo has accepted his employment offer and has a tentative start date of November 1<sup>st</sup>.

c. Public Works Committee: Chair: Councilman Dugan, Co-Chair: Councilman Mertz

1. No report.

d. Land Use & Development Committee: Chair: Councilman Lobdell, Co-Chair: Councilman Dugan

1. A status update on the 2020 Comprehensive Plan PLUS review comments.
  - a. Mayor Miller shared that the Comprehensive Plan has been submitted to the state for the PLUS review and the review meeting has been scheduled for October 27<sup>th</sup>.
2. **ACTION ITEM:** Review, discuss, and possible vote on consideration of Townsend Acres preliminary subdivision plan based upon recommendations of the Planning Commission and Town Engineer.
  - a. Mayor Miller shared that, votes are not typically on the agenda for Workshop meetings, but he would like to move forward with a decision regarding Townsend Acres at this time.
  - b. TE Van- Otoo shared that the Townsend Acres developers have submitted a proposal to build 38 single-family homes off of Summit Bridge Rd and Main St.; east of TVII. This project has been in the works for a while and is following the process of approvals with the Town and the developer and their engineer; KCI Technologies. The Town Engineer, Townsend Fire Company Chief, and Townsend Planning Commission have all reviewed the plans and have issued comment letters to address any concerns of the development plan. KCI Technologies on behalf of the developer has responded via letter with how they plan to address the Town Engineer, Mr. Van-Otoos', comments.
  - c. TE Van-Otoo shared that part of the delay for coming to a vote on he plan was the intersection of Rays Way and Route 71 and whether or not a traffic study of the area was needed. TE Van-Otoo explained that he has received and email from DelDOT representatives who have determined that a traffic study is not necessary and an official letter, documenting this determination is pending, for the record.
  - d. Another concern had to do with the right-of-way along Rays Way. The transition from 60 feet to 50 feet was a concern. There were discussions with the Town Manager regarding this, as the road leads to a paper street that goes through the private property and onto Ginn St. in TVII. The determination is that in the future if there ever was a street that would go through this area, the right- of -

way would be at 50 feet, so there would be no need to change the dimensions on the plan at 60 feet. For clarification, the plan as proposed is acceptable. The only other item that was proposed was to install a mountable medium at the entrance of Route 71 and Rays Way and the applicant is in agreement with this. Overall, TE Van-Otoo shared that in his comment letter, he reiterated some items and KCI and Mr. Currans have agreed to address those items on the final construction plan, but he wanted to reiterate these items, so they are on the forefront. These items include ensuring there are curved ramps at intersections, and other standard items. TE Van-Otoo wants to ensure these items are addressed and one of the items he spoke with TM Mangeri about was that this approval be conditional upon meeting all the items addressed on the letter; because there were no revisions made at this time and so it is understood that this will be addressed during the final construction of the project. TE Van-Otoo recommends a conditional approval of the preliminary plan set.

- e. CM Lobdell added for the record that all variances requested by the developer were approved in April of 2021 by the BOA. Mayor Miller also noted the letters from the Fire Company and the Planning Commission regarding their review.
- f. CM Mertz asked for clarification on the maintenance of the open space. He advised that the maintenance of the open space would be given to the HOA, but there were no deed restrictions or covenants included in the plans. He asked if this would happen at a later time. TE Van-Otoo confirmed that those items are not in place yet for the development. The comments are preliminary and as the project moves ahead, the Town will address and ensure these items are addressed with the final construction plan, as the project moves forward. This is why TE Van-Otoo is recommending a conditional approval, to ensure all items are addressed.
- g. *CM Lobdell made a motion for the conditional approval of the preliminary plans for the Townsend Acres subdivision conditional on the Townsend Acres engineer addressing the comments addressing the Town Engineers comments in the review letter. CM Dugan seconded the motion. Voice Vote: All yea's; no nays.*
- h. Mr. Curran and Mr. Petkevis thanked Mayor and Council for the consideration.

e. Veterans Committee: Chair: Councilwoman Clarke, Co-Chair: Mayor Miller

- 1. A discussion regarding the Veterans Day event.
  - a. Mayor Miller shared that he is in the planning stage of a Veterans Day event for November and will share more details once it is completely planned. The preliminary plans are to hold a short ceremony on November 11<sup>th</sup>; weather contingent; with a short speech regarding veterans. Additionally, 22 veterans whose lives were lost between WWI to the present from the MOT area, will be recognized and then the event will conclude with a moment of silence. The rain date for the event will be held on Saturday, November 13<sup>th</sup>.
- 2. CM Dugan shared that he had received information regarding resources for homeless female veterans and that the Hope Center has resources available for veterans.

f. Public Safety Committee: Chair: Councilman Mertz, Co-Chair: Councilwoman Clarke

- 1. No report

g. Community Engagement Committee: Chair: Councilwoman Clarke, Co-Chair: Councilman Lobdell

- 1. A discussion on the Movie Nights in the Park scheduled for October 22nd, 2021.

- a. CM Lobdell shared that he would like to share a re-cap of the Movie Night in the Park at the next Town Council meeting.
    - 2. CM Lobdell also shared that he would be providing an update on the reconstitution of the Junior Town Council at the next Town Council meeting.
  - h. Parks & Recreation Committee: Chair: Councilman Lobdell, Co-Chair: Councilman Mertz
    - 1. CM Lobdell shared that a possible update on the advanced planning of the Town Fair at the next Town Council meeting.
  - i. National Wildlife and Historic Preservation Committee: Chair: Councilwoman Clarke
    - 1. Mayor Miller shared that he would like to have a discussion on Council's thoughts on the history discussion and a discussion on how to proceed at the next Town Council meeting.
- V. Citizens Comments & Participation
  - a. No visitors present.
- VI. Adjournment.

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a. *CM Mertz made a motion to adjourn the meeting. CM Lobdell seconded the motion. Vote: Voice vote of Council- all yea's, no nays.*

Please note that this is a Council Workshop. The main function is to set the agenda and prepare for the next Town Council meeting. Some business may be conducted by Council if required. The agenda items as listed may not be considered in sequence. This agenda is subject to change to include the addition or deletion of items, including executive sessions.